



# MISSISSIPPI STATE UNIVERSITY

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## *Information Technology Services*

Fall 2011

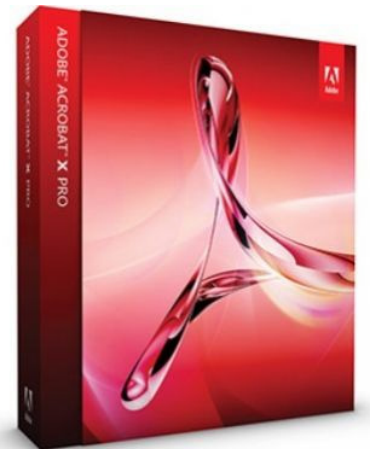
### OBJECTIVES

- Save a document as a PDF
- Combine PDF files into one document
- Add comments to a PDF
- Make changes to a PDF
- Redacting a PDF
- Document security

### Introduction to Adobe Acrobat X

The Portable Document Format (PDF) is a computer file format developed by Adobe Systems. The operative word is portable; Adobe developed PDF so any kind of document created on any kind of computer can be viewed exactly as it was designed - no need for the user to have the original authoring application.

What this means is that an electronic document - such as a Microsoft Word file, an Excel chart, a PowerPoint presentation or an AutoCAD drawing — will look the same on a user's computer as it did on the original author's computer. PDF enables a document author to include all fonts, images and other design elements in the file so users don't need to have these elements on their computers in order to view the original design. These elements are embedded in the document so visual integrity can be maintained.



### Getting Help

The ITS Help Desk, located in 108 Allen Hall, is a service provided to all Mississippi State University faculty, staff, and students. The ITS consultants are available to help with various computer-related problems, as well as provide answers to computer and technology-related questions. Visit the Web site at [www.its.msstate.edu](http://www.its.msstate.edu) for handouts and resolutions to common computer problems. If you cannot find an answer to your question on the Web or you do not have access to the Internet, please call at 325-0631 (8:00 a.m. to 5:00 p.m. Monday through Friday). You may also contact the ITS Help Desk by email at [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu).

### Instructor

Amy Berryhill  
[berryhill@its.msstate.edu](mailto:berryhill@its.msstate.edu)



Exceed  
expectations.  
Even your own.



## About Adobe PDF

Adobe Portable Document Format (PDF) is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create the original document. Adobe PDF files are compact and secure. Anyone using the free Adobe Reader can view, navigate, comment on, and print a PDF file. There is also the option to extend additional rights to Adobe Reader users, allowing them to fill in and save a PDF form, and to participate in PDF review processes. Acrobat Pro users can also enable Reader users to digitally sign a PDF.

- Adobe PDF preserves the exact layout, fonts, and text formatting of electronic documents, regardless of the computer system or platform used to view these documents.
- PDF documents can contain multiple languages, such as Japanese and English, on the same page.
- PDF documents print predictably with proper margins and page breaks.
- You can secure PDF files to prevent unauthorized changes or printing, or to limit access to confidential documents.
- You can change the view magnification of a PDF page in Acrobat or Adobe Reader, which is especially useful for zooming in on graphics or diagrams containing intricate details.

Almost any document - a text file, a file created in a page-layout application, a scanned document, a web page, or a digital photo can be converted to Adobe PDF using Acrobat software or third-party authoring applications. The workflow and document type determine the best way to create a PDF.



## What if I only have Adobe Reader?

Adobe Reader, available free online, is the global standard of reviewing PDF files. It is the only PDF viewer that can open and interact with all PDF documents. Adobe Reader makes it possible to view, search, digitally sign, verify, print, and collaborate on PDF files without have Acrobat Pro installed.

Adobe Reader can natively display rich media content, including video and audio files. You can also view PDF Portfolios in Reader. New in Adobe Reader X, anyone can comment on PDF files using the Sticky Note and Highlight tools that are built into the application. However, you can extend additional rights to Adobe Reader uses if you want them to be able to complete a PDF form or participate fully in collaborative document reviews.

By default, Adobe Reader for Windows opens PDF files in Protected Mode, also known as sandboxing. In Protected Mode, Reader confines any processes to the application itself, so that potentially malicious PDF files do not have access to your computer and its system files. To verify that Adobe Reader is in Protected Mode, go to the File pulldown menu and choose Properties. Select the Advanced tab and view the Protected Mode status. It is recommended that your keep this default setting on your computer.

Accessibility features, including the Read Out Loud feature, may not work in Adobe Reader in Windows XP when Protected Mode is enabled. In Windows Vista and Windows 7, the accessibility feature should work.

## PDFs on the Web

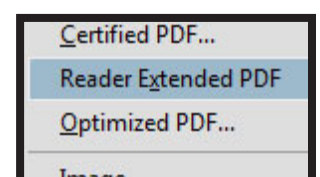
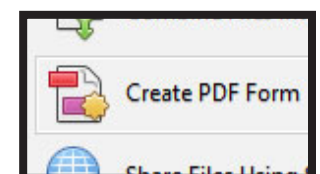
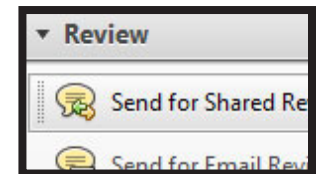
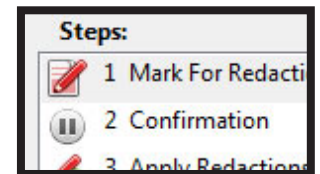
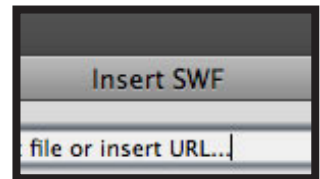
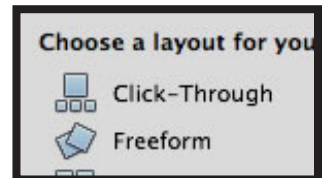
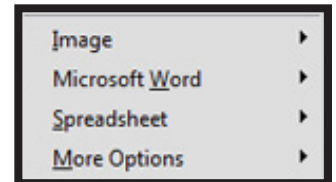
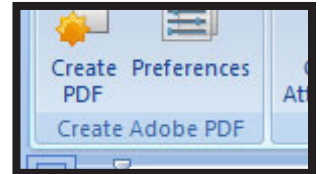
The web has greatly expanded the possibilities for delivering electronic documents to the wide and varied audience. Because web browsers can be configured to run other applications inside the browser window, PDF files can be posted as part of the website. Visitors to can download or view the PDF files inside the browser window using Adobe Reader.

PDFs can be viewed one page at a time and printed from the web. With page-at-a-time downloading, the server sends only the requested page, decreasing downloading time. In addition, selected pages or all pages can be easily printed from the document. PDF is a suitable format for publishing long electronic documents on the web, and PDF documents print predictably, with proper margins and page breaks.



## Top Twelve Features of Acrobat X

1. **Word or Excel to PDF** Convert PDF files with one-button ease in Windows® from Microsoft Office applications, including Word, Excel, Access, PowerPoint, Publisher, and Outlook — without ever leaving your authoring application.
2. **PDF to Word or Excel** Reuse content from PDF documents to get a head start on new projects. Save PDF files as Microsoft Word or Excel files, retaining layouts, formatting, and tables.
3. **Creating PDF Portfolios** Assemble a wide range of materials — including spreadsheets, web pages, videos, and more — into a single, polished PDF Portfolio for high impact. Easily customize PDF Portfolios to reflect your branding and style.
4. **Adding rich media** Quickly bring ideas to life through rich, interactive documents. Insert audio, Adobe Flash Player compatible video, and interactive media into PDF files for seamless playback in Adobe Reader 9 or X.
5. **Streamlining PDF tasks** Automate routine, multistep tasks as a guided Action with the Acrobat Action Wizard. Create, manage, execute, and share a sequence of frequently used steps that can be applied to a single PDF or batches of files.
6. **Online document reviews** Gain the feedback you need more quickly through easy-to-manage, shared document reviews that allow participants to see and build on one another's comments. Easily track progress and participation, add reviewers, and email updates or reminders.
7. **Creating fillable forms** Easily collect data by creating fillable PDF forms from paper or existing electronic files with the Acrobat Form Wizard. Quickly distribute forms, track status, and analyze results.
8. **Extending Reader functionality** Enable Adobe Reader 9 or X users to participate in shared reviews, fill and save forms, and digitally sign and approve PDF documents — regardless of platform or operating system.

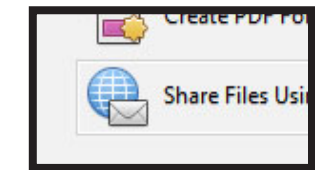
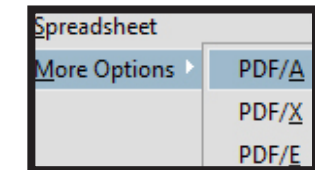
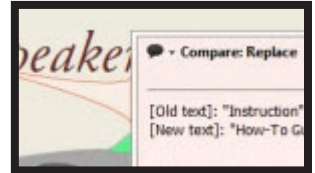




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9. **Version comparison** Eliminate confusion and improve version control. Easily identify differences between two versions of a PDF file by having Acrobat analyze both files and highlight changes to text and images.
10. **Removing and redacting information** Use redaction tools to permanently delete sensitive information, including specific text and illustrations. Easily sanitize documents by finding and deleting hidden information with a single click.
11. **Standards support** Create documents that conform to PDF/A, PDF/E, and PDF/X ISO standards, and fix those that do not. Check and adjust documents to ensure that they are accessible to people with disabilities.
12. **Online file sharing** Use Adobe SendNow online services from within Acrobat to send, share, and track large files without the headaches of email size restrictions, FTP sites, and costly overnight services.

Taken from: [http://www.adobe.com/products/acrobatpro/features.\\_sl\\_id-contentfilter\\_sl\\_featuredisplaytypes\\_sl\\_top.html](http://www.adobe.com/products/acrobatpro/features._sl_id-contentfilter_sl_featuredisplaytypes_sl_top.html)



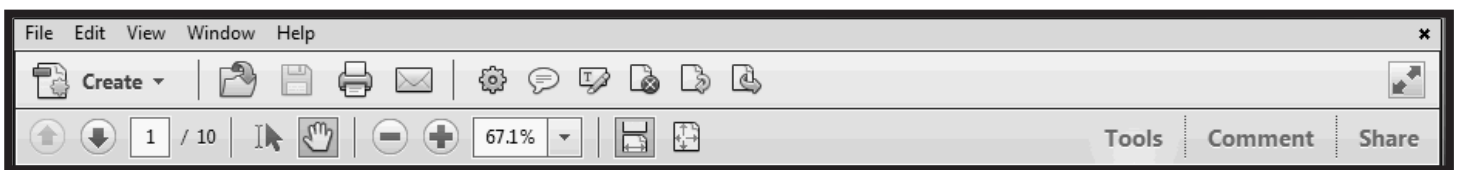


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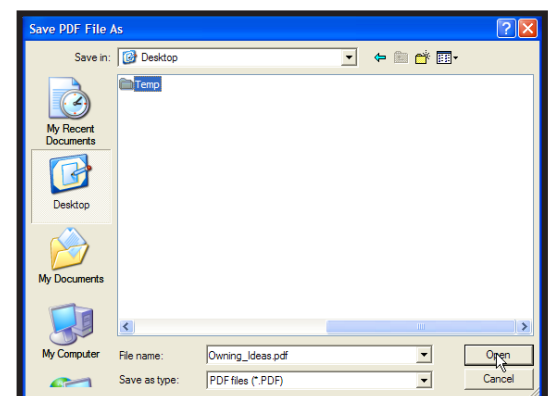
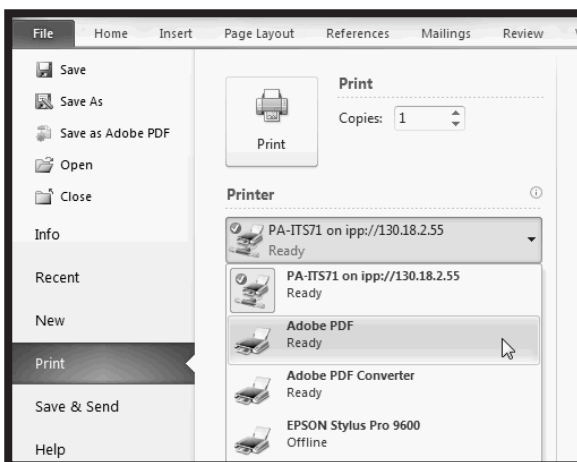
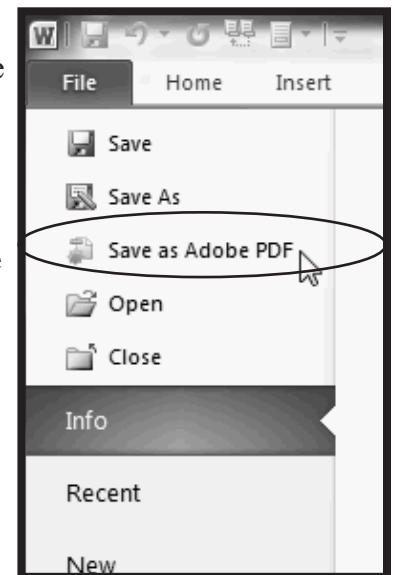
## Acrobat Tools

The pulldown menus (i.e., File, Edit, View) are positioned across the top of the Acrobat window. Other shortcut icons reside in the rows below the pulldown menu. All of the shortcut icons are also available in the pulldown menus. The menu bars below the pulldown menus may be customized by adding or removing more or lesser used icon shortcuts. On the right side of the menu bar are Tools, Comment, and Share that appear as a panel when chosen.



## Create a PDF

1. Open the **Word document** named **Owning\_Ideas.doc** located in your file resources.
2. Go to the **File** tab. There are two different ways to create a PDF.
3. Choose **Save as Adobe PDF** or select **Print**, under **Printer** choose **Adobe PDF**.
4. Navigate to where you want to save the file and save.





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## Opening a Document

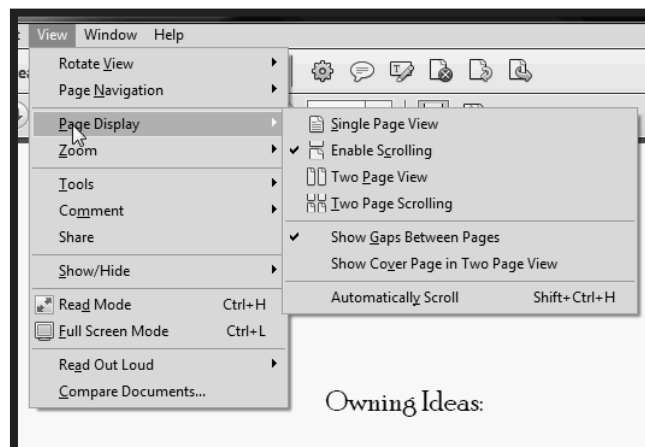
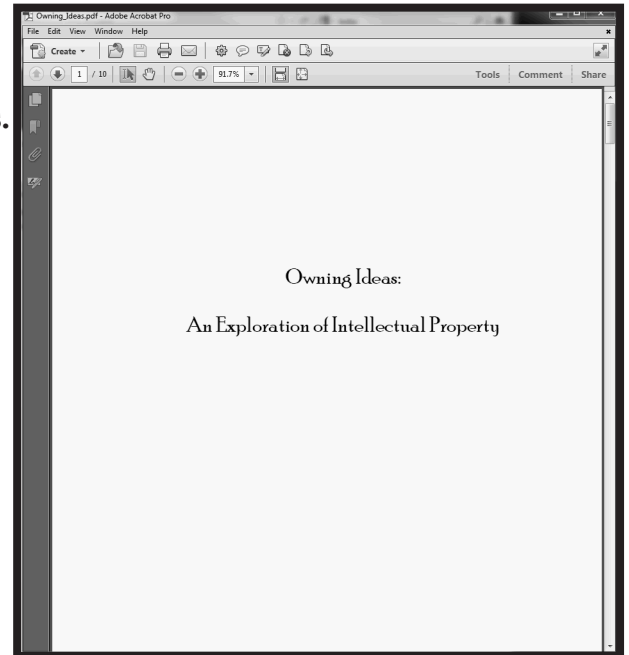
Acrobat, like many applications, has several ways of doing the same thing.

1. To open a document, go to the **File pulldown** menu and choose **Open** or choose **Open** from the **Welcome Screen**.
2. In the **Open window**, navigate to your **Desktop** and double click on the **Temp** folder. Choose **Owning\_Ideas.pdf** and click **Open**.
3. With the document open, we will navigate through the menus and functions available in Acrobat.
4. When the file is open, you can choose from several viewing options.

In **Full Screen Mode**, you see only the document - no menus, toolbars, or windows. To release **Full Screen Mode**, press the **Esc** key.

If you prefer to keep things in a window, but will less clutter, select **Reading Mode**. This allows the PDF to be in the window, but removes all the toolbars.

For additional page views, go to the **View** pulldown menu and choose **Page Display**.



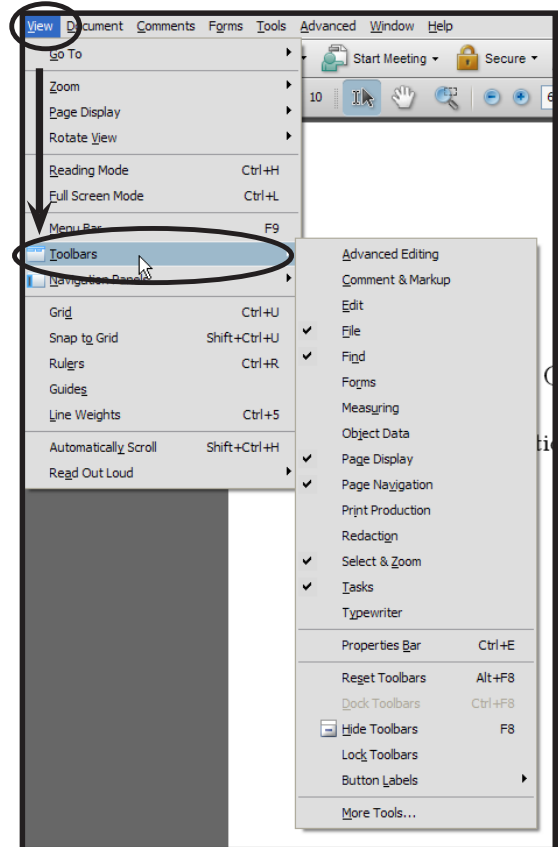




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5. Navigating through a page or document is quick and efficient with the Acrobat **Navigation Tools**. These tools can be enabled or disabled from the **View** pulldown menu, then select the **Toolbars** submenu.

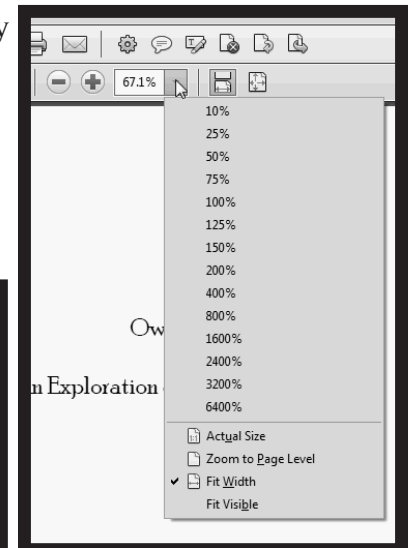
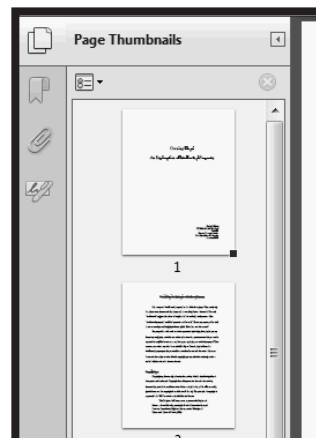
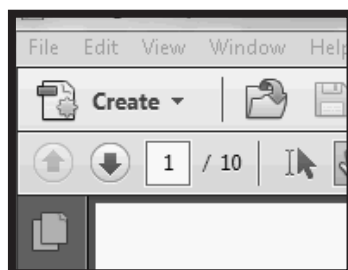


## Zoom Tools

Zoom tools are found in the menu bar at the top of the Acrobat window. You may enter a zoom amount, choose a pre-set percentage from the pulldown menu, or use the plus and minus button for incremental zooming.

## Page Navigation

Acrobat allows you to navigate through the document several ways. You may enter the page number or select the Thumbnails icon. Double click on the page and you are taken directly to it.







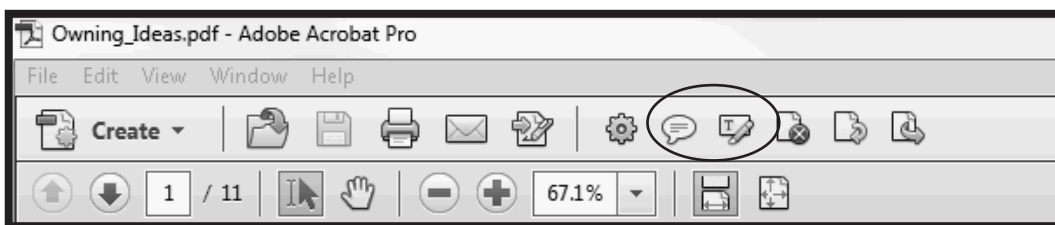
## Adding Comments

One of the longest standing features in Acrobat is the ability to add comments to a PDF document. Originally, these comments were simple, electronic sticky notes that a reader could attach to the page. The PDF annotation mechanism has since grown to include a broad set of highlighting, drawing, and other tools that you can use to do full featured commentary on a document. Additionally, there are tools for reading and summarizing these comments, and even for conducting a document review involving your entire workgroup or office (Deubert, 2009).

### Commenting Tools

Acrobat's commenting tools are accessible in three locations:

- The **View pulldown menu**
- The **Quickview menu**
- The **Comment tab** which contains submenus for all the comment tools

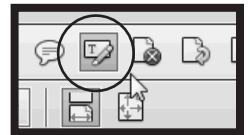




## Adding Comments

1. Navigate to the **PDF** named **Owning\_Ideas.pdf**.
2. A word in the title needs to be changed. You will **highlight** the word that needs changing, then create a **Sticky Note** explaining what word needs to be changed and what the change should be.

Go to the **Tools** pulldown menu, select **Comment & Markup**, and choose **Show Comment & Markup Toolbar** located at the bottom of the menu. The **Comment & Markup Toolbar** should appear.

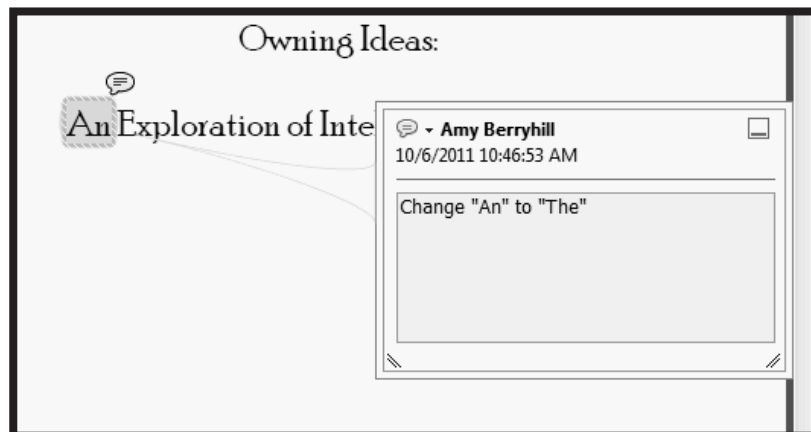
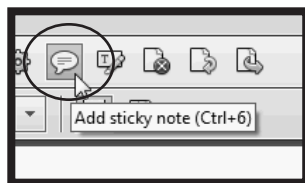


Select the **Highlight** tool.

3. Using the **Highlight** tool, select the word “An” in the title on the first page. The word becomes highlighted and when the user hovers over the word, the **NetID** of the person who created the highlight appears if the user has authenticated onto the network. (This feature does not work in the lab environment.)



4. To add a comment with a **Sticky Note**, select the **Sticky Note** tool. The cursor turns into a **Sticky Note Icon**. Click near the highlighted word and the icon imbeds in the document creating a **Sticky Note** box where the user writes comments, changes, suggestions, etc. In this example, I wrote to change the “An” to “The”.



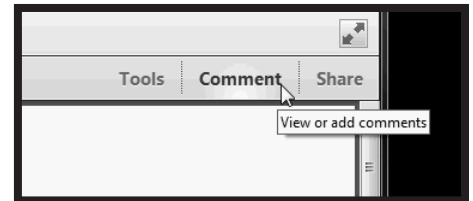


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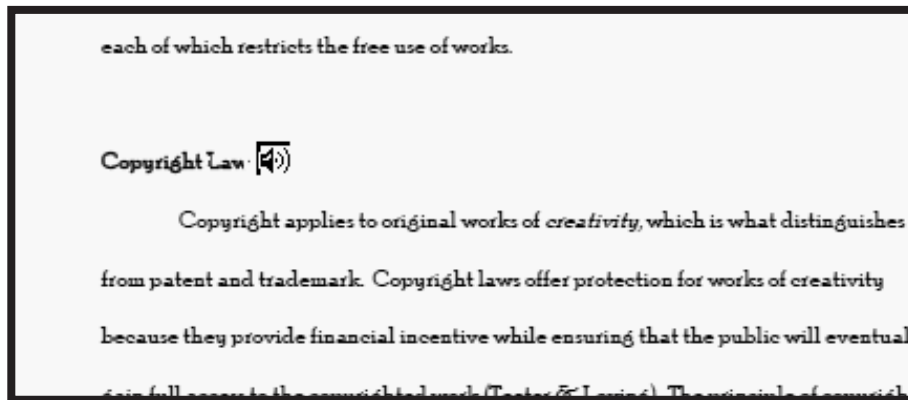
## More Ways to Add Comments

In addition to the more common methods of adding comments to a PDF.

1. Select the **Comments tab** in the upper right portion of the window. The **Comments** section contains the tools for making comments and sharing documents. Under the **Annotation** dropdown menu, the two earlier comment tools, Sticky Note and Highlighter, are seen. The **Attachment** tool is available in this location as well as in the left section of the PDF window under Bookmarks. The **Record Audio** tool allows the reviewer or originator to make a recording, with the appropriate equipment (microphone).



2. To make an **Audio Comment**, click the **Record Audio** icon, then click inside the PDF where you want the comment to appear.



3. The cursor now appears as a recording icon. Click again and the **Sound Recorder** window appears. At this point, you can click the red button to begin recording if you have a microphone, or browse to find an audio file to attach. If you are recording a message, click **OK** when the message is complete.
4. The **Sound Attachment Properties** window appears. You have the option to customize the icon. Click **OK** when your selections are completed.
5. Click on the audio icon to hear the message.





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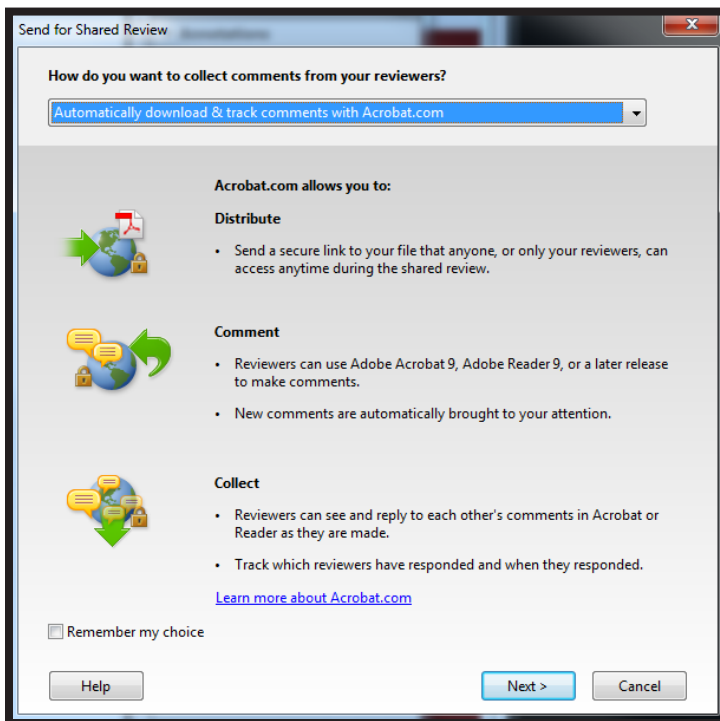
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## Review

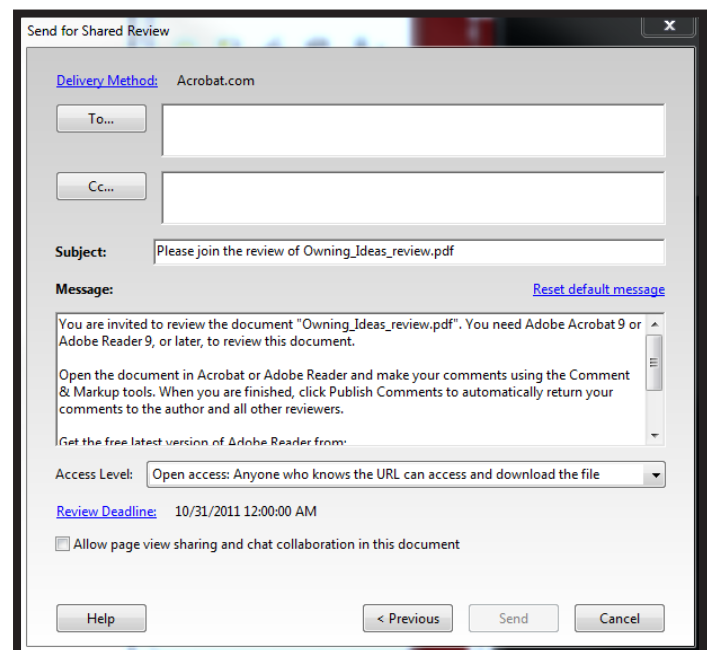
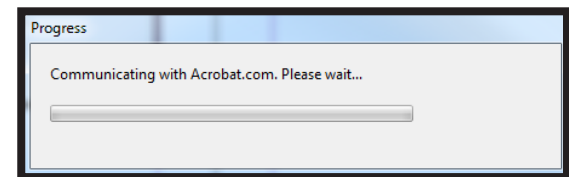
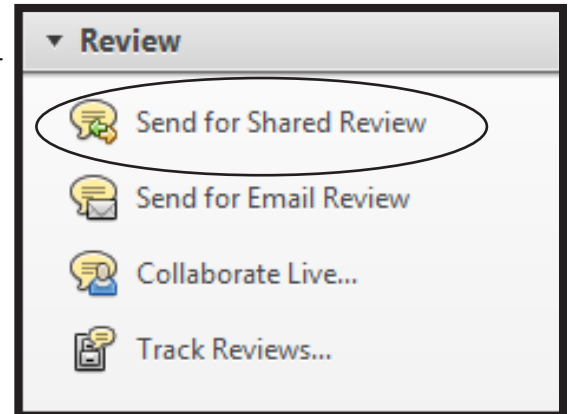
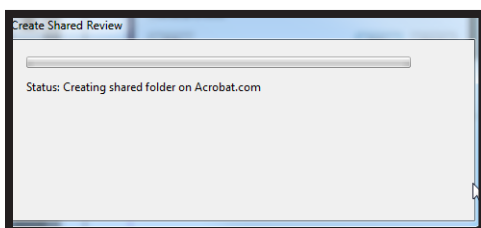
The **Review** tool allows you to send a document to others for review. Through **Adobe.com**, the document can be tracked.

To begin, the document must be saved before it can be sent for review.

Click the **Send for Shared Review** icon to start the process.



The next step, you enter the email addresses of the reviewers. The review will receive an email with a URL link to the document. Anyone with the URL will have access to the document.

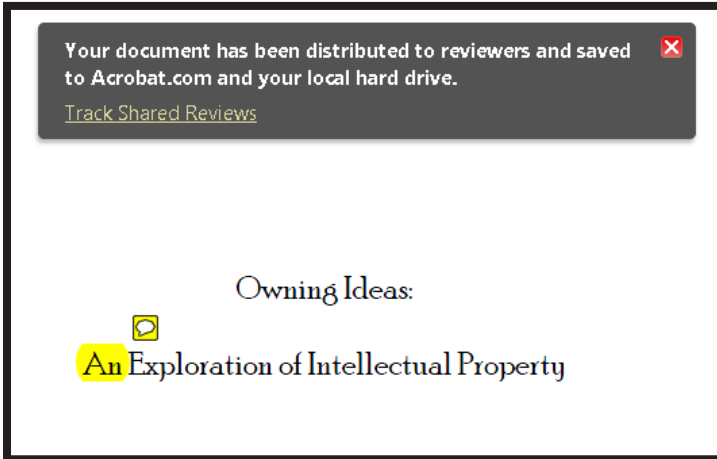




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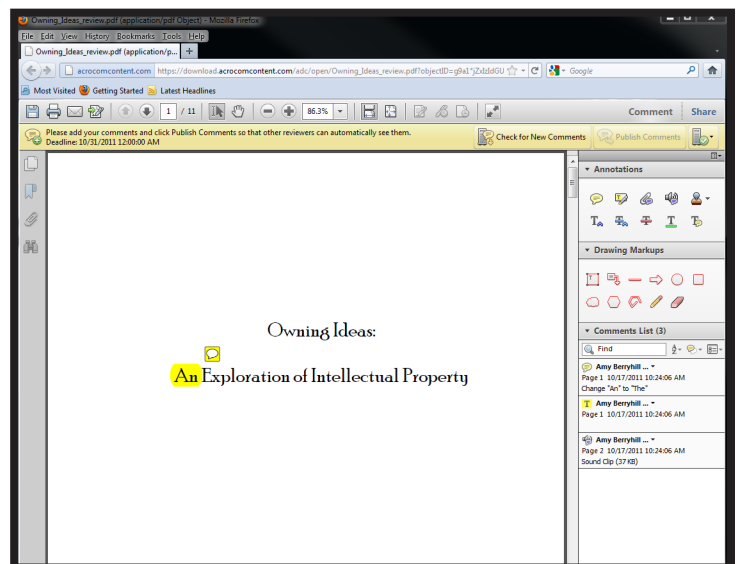
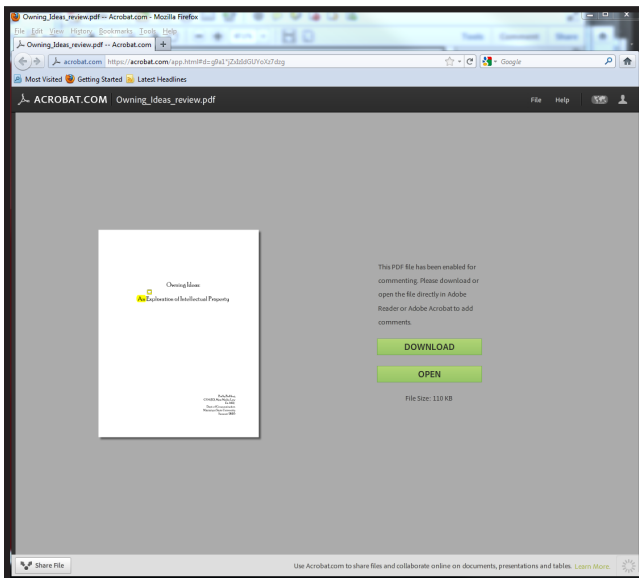
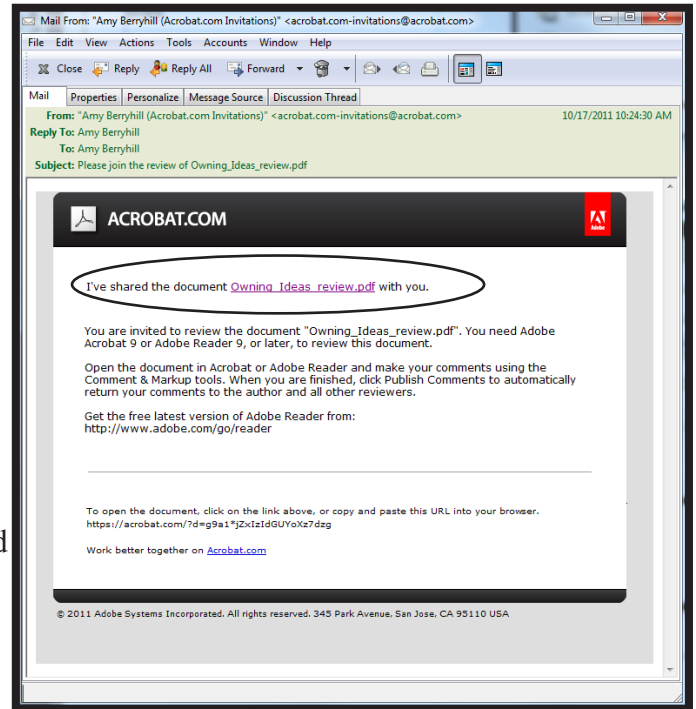
In your PDF file, a window shows that you can track the shared reviews.



The email the reviewer receives contains a link to the document. Click the link to access the document.

A new browser window opens and the reviewer is allowed to download the PDF or Open it.

If **Open** is selected, the document opens in the browser and the **Comment** tools are available for the reviewer. Once the reviewer has completed all comments, s/he may check for new comments or publish the comments just posted.





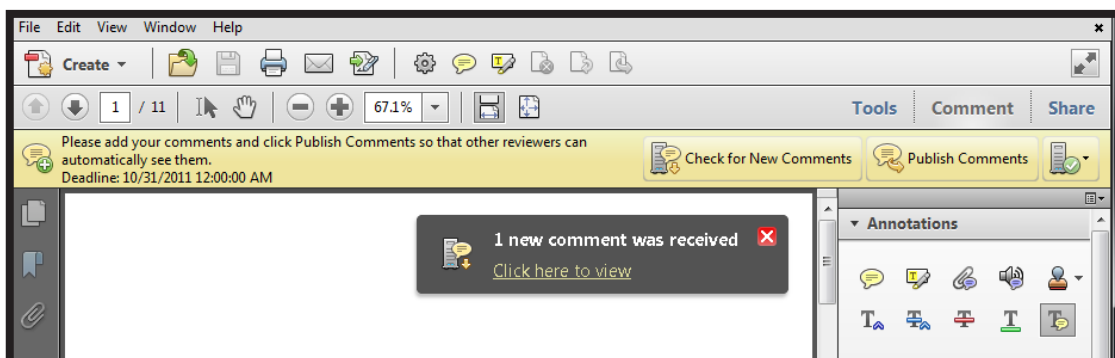
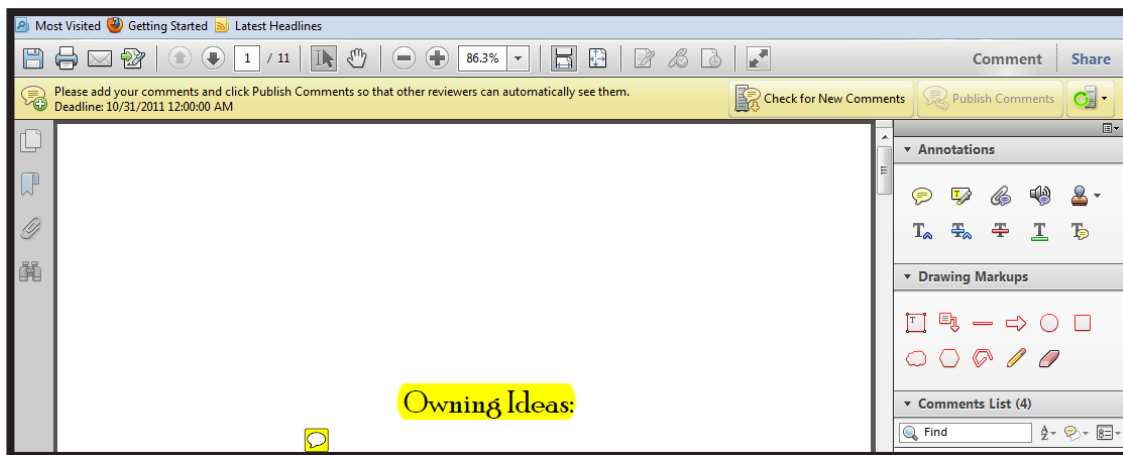
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Once a new comment has been made, click **Publish Comments** and they are saved. In the comments list, the new comment is time stamped and bookmarked in the document. In addition, the deadline to add comments is posted at the top of the document so the reviewer is aware of any time limitations.

When all comments are made by all reviewers, the document can be downloaded and the comments saved.

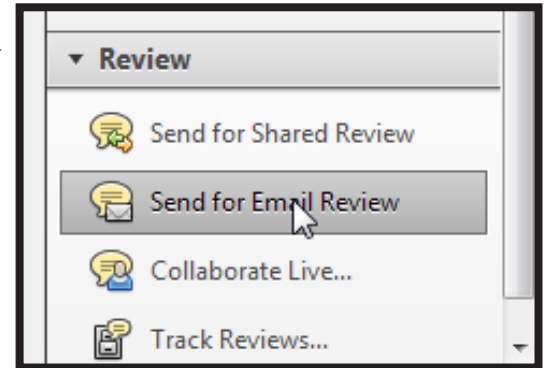
When the original PDF is opened, it shows that one new comment has been posted.





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Also in the **Review** section, there is **Send for Email Review** which allows the document to be sent via email to whomever needs to review it. **Collaborate Live** and **Track Reviews** also allow multiple review options. You will need an Adobe.com account to use these features.



## Tools

### Pages

The **Pages** section of **Tools** allows you to do a variety of functions to the page ordering and design.

The **Rotate** tool allows a page or pages to be rotated in increments of 90 degrees. This tool is useful if there are charts that have a landscape orientation or if a scanned document is upside down.

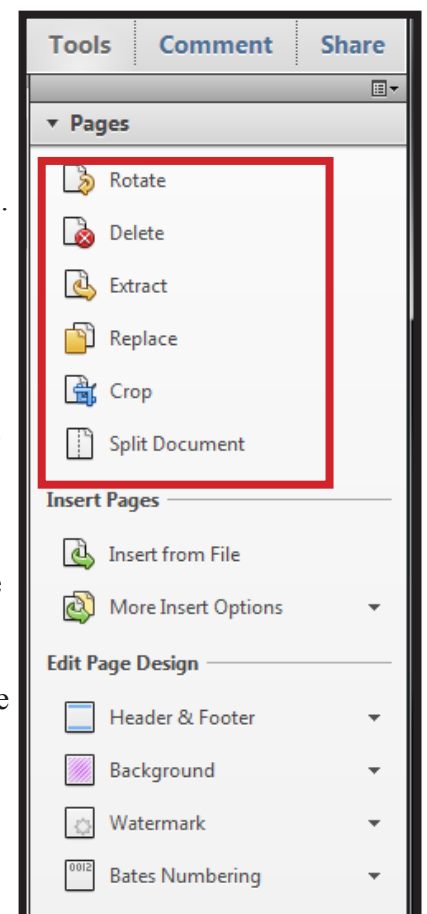
The **Delete** tool is used to delete selected pages from the document.

The **Extract** tool allows a selected page to be extracted. The page can be deleted after it is extracted or it can be saved as a separate file.

The **Replace** tool can be used to replace a document. For example, if the 2010 annual report needs to be replaced by the 2011 annual report. The tool is capable of this function.

The **Crop** tool is utilized to take away part of a page or pages in a document. The area is selected, then press delete to complete the function.

The **Split Document** tool allows a document to be divided into multiple documents as well as reduce file size. Bookmarks within the PDF will also remain in tact.





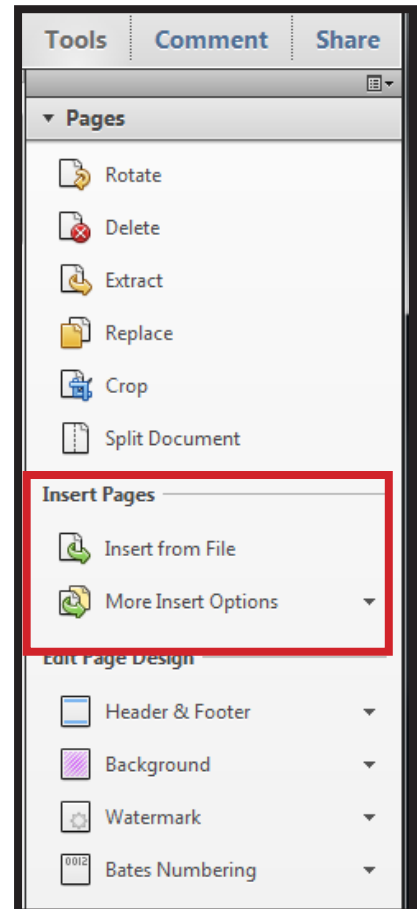
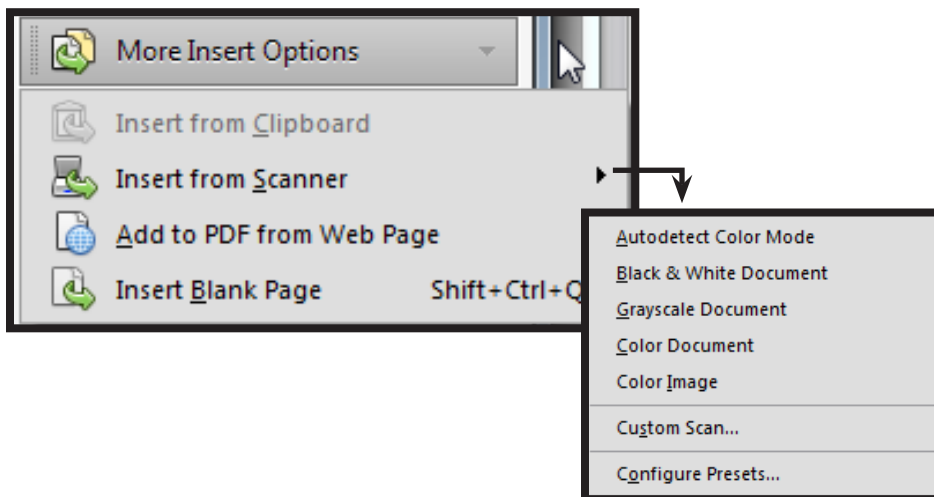


## Tools

### Pages

#### Insert Pages Section

Using the **Insert from File** tool allows you to insert another PDF. **More Insert Options** include the ability to **Insert from Clipboard**, **Insert from Scanner** with additional options with that option, **Add to PDF from Web**, and **Insert Blank Page**.



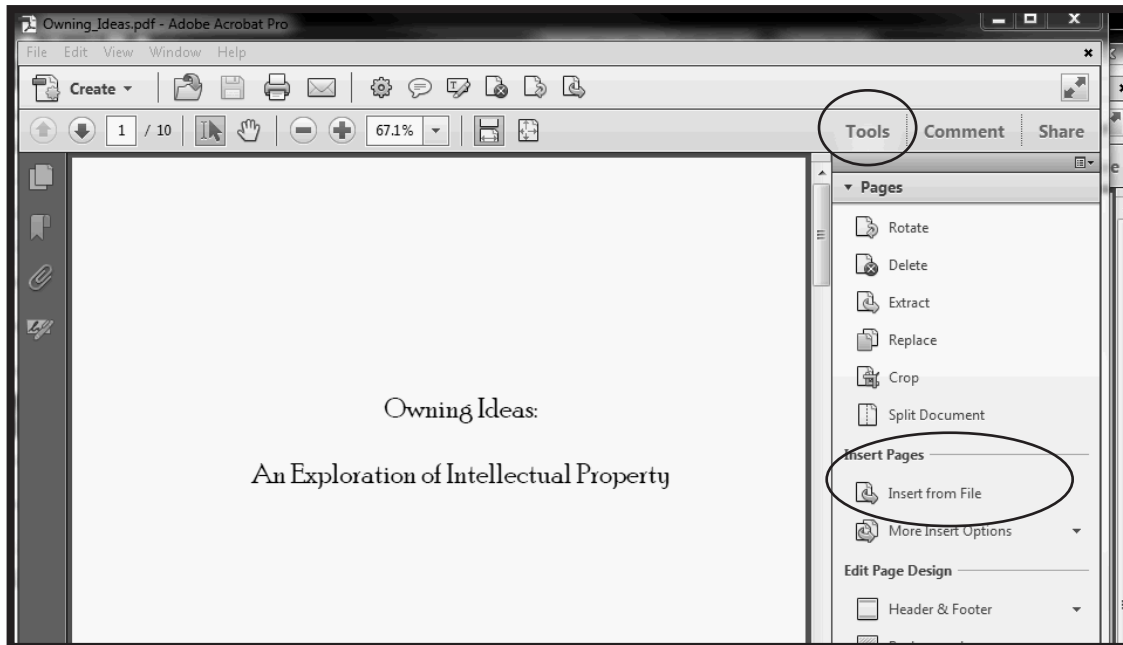


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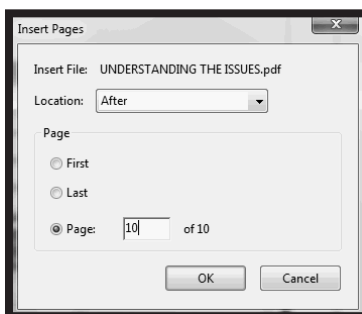
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## Combining PDF documents

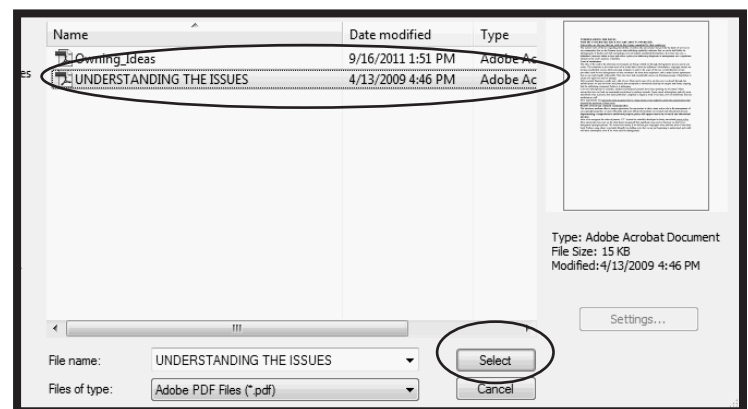
1. With the **Owning\_Ideas.pdf** document open, go to the **Tools Tab**, under the **Pages Heading** and **Insert Pages heading**, choose **Insert from File**.



2. Navigate to the **Understanding the issue.pdf** document located in your **Temp folder**, click on it to select it, then click **Select**.
3. The **Insert Pages** dialog box appears. Select **After**, in the Location field, and **10** in the **Pages** field. Click **OK**.



4. The page has been inserted at the end of your document.





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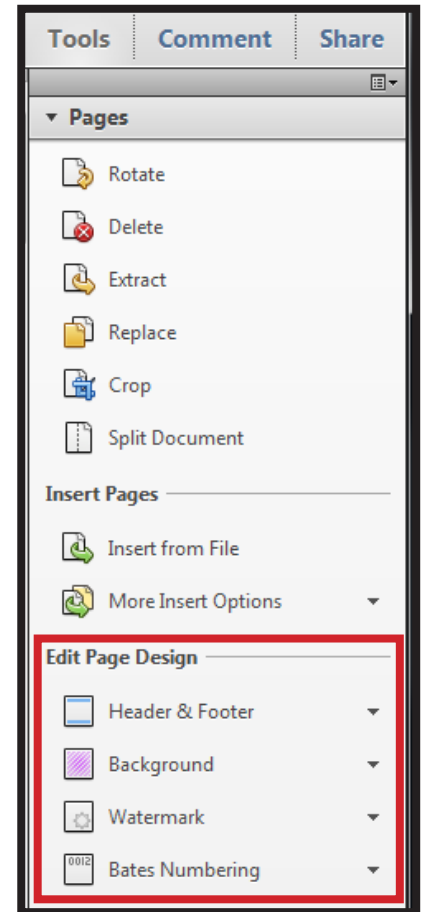
Information Technology Services

## Tools

### Pages

#### Edit Page Design

This group of tools allows you to add elements to your existing PDF. In this group of tools, you can add **Headers & Footers**, a **Background**, a **Watermark**, and **Bates Numbering**. (Bates Numbering is used in the legal, medical, and business fields to place identifying numbers and/or date/time-marks on images and documents as they are scanned or processed (for example, during the discovery stage of preparations for trial or identifying business receipts). Bates stamping can be used to mark and identify images with copyrights by putting a company name, logo and/or legal copyright on them. This process provides identification, protection, and auto-increment numbering of the images. "Bates Numbering Legal Documents". Infodesk's ParmisPDF. March 11, 2010)



The 'Add Header and Footer' dialog box is shown. It has a 'Saved Settings' dropdown set to '[None specified]' with 'Delete' and 'Save Settings...' buttons. The 'Font' section shows 'Name: Arial', 'Size: 8', and 'U' (underline) and 'B' (bold) checkboxes. The 'Margin (Inches)' section shows 'Top: 0.5', 'Bottom: 0.5', 'Left: 1', and 'Right: 1'. There are text input fields for 'Left Header Text', 'Center Header Text', 'Right Header Text', 'Left Footer Text', 'Center Footer Text', and 'Right Footer Text'. Below these are 'Insert Page Number' and 'Insert Date' buttons, and a link to 'Page Number and Date Format...'. A 'Preview' section shows 'Preview Page 1 of 1' and a 'Page Range Options...' link. At the bottom are 'Help', 'OK', 'Apply to Multiple', and 'Cancel' buttons. The preview area shows a document with dashed lines indicating header and footer positions.



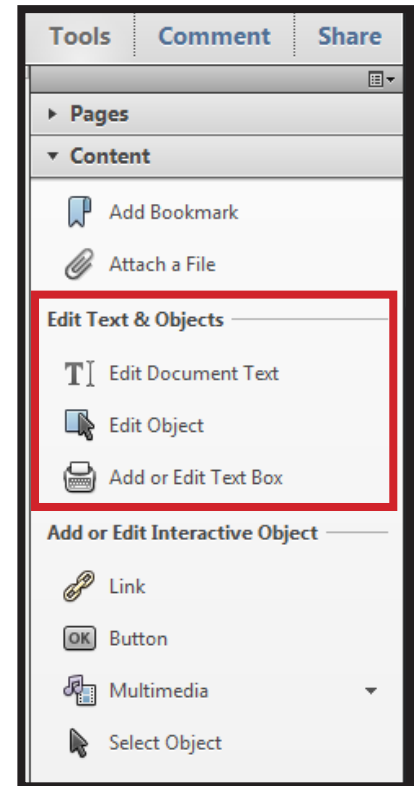
## Tools

### Content

The **Add Bookmark** and **Attach a File** are also available on the left side of the PDF.

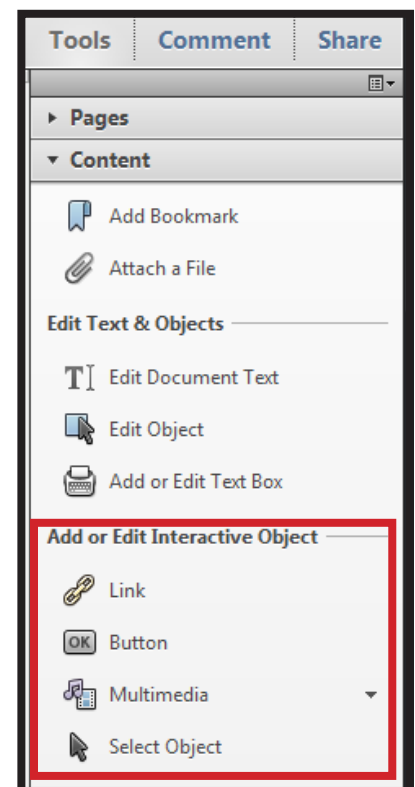
### Edit Text & Objects

These editing tools can be extremely useful if you do not have access to the original file (eg. Word file). In addition, you can **Edit Object** which consists of selecting, moving, and deleting an object (or text box). Users are also able to **Add or Edit Text Box**.



### Add or Edit Interactive Object

These tools are used to add links and accessibility to interactive objects such as web pages, video, audio, and more.

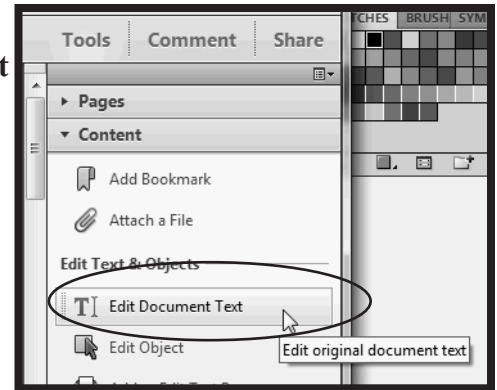




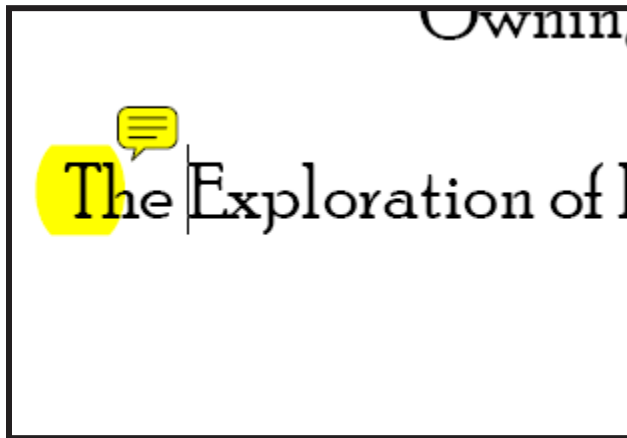
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## Making Changes within the PDF

1. Users are able to make editing changes within a PDF with several different editing tools. Go to the **Tools** tab and choose the **Content** submenu. pulldown menu, click **Advanced Editing**, and choose **Edit Document Text**.
2. Click the cursor next to the word **An** in the document. A warning window may appear regarding font compatibility. Click **OK**.



3. With the cursor next to the letter **n**. The easiest way to make PDF text changes is to type the new word, then delete. This method avoids formatting issues that are sometimes present when editing PDF documents. Type **The**, then delete **An**.



4. To hide the comments and highlight, click the **Comments List** to view the tools and select the icon that looks like a callout box. In the dropdown menu, choose **Hide All Comments**. Do the opposite to view comments.





## Navigating within the PDF

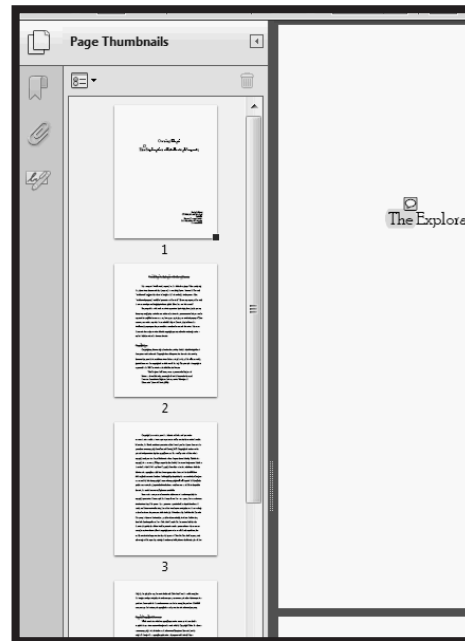
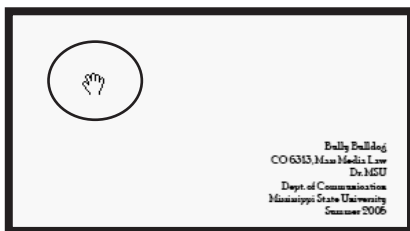
1. In the left side panel of the **Owning Ideas PDF**, are four icons.
2. Select the first icon to show thumbnails of the document.
3. Click on any page in the list to go to that page.

Another method of navigation is **Show Next Page** icon.



1. Use the up and down arrows to navigate through the document. You may also enter the page number, if known, in the field.

The next method of navigation is using the **Hand Tool**.

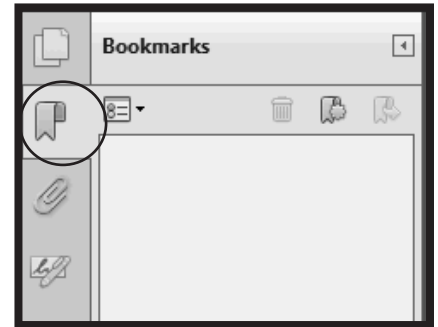
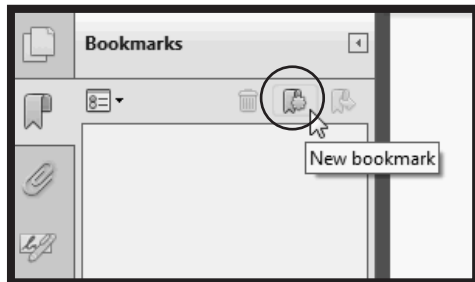


1. Select the **Hand Tool**. Click, hold, and drag to navigate through PDF pages.



## Bookmarks

1. The **Bookmark Tool** allows links to specific points of interest within the PDF. Select the **Bookmark Tool**.
2. Scroll down to page two. Highlight the section title **Copyright Law**.



3. Click the **New Bookmark icon**. A bookmark appears in the column bearing the name of the highlighted title.



4. Scroll down to page four and highlight **Patent** and repeat the same steps as above.
5. Go back to page one. Click on one of the bookmarks you just create and see how you are taken directly to that part of the PDF.

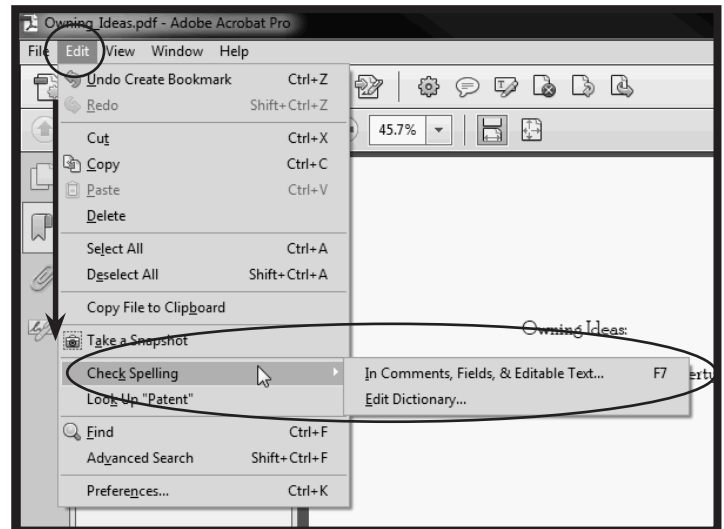






## Comment Spell Check

Acrobat has a built-in spell check that looks for spelling errors in a document's comments and form fields. This feature is located in the **Edit** pulldown menu. Select **Check Spelling**, then **In Comments**. The **Check Spelling** dialog appears, press **Start** to begin the process. Acrobat examines all the comments and form text fields in your document, looking

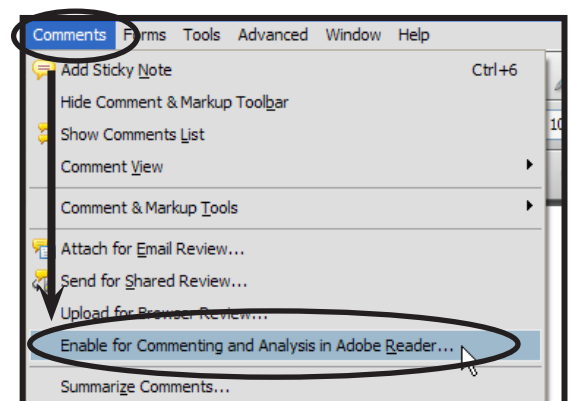


## Allowing Comments in Adobe Reader

By default, PDF documents cannot be modified in any way with the free Adobe Reader. Unfortunately, this ban includes attaching comments to a file. If you want people to be able to review your document in Adobe Reader, you must turn on this capability for the document.

Once your PDF document has been enabled for commenting in Reader, you are now somewhat restricted in what you can do to the document. Even if you are examining the file in Acrobat Standard or Pro, you can no longer shuffle pages, edit page content, add form fields or links, or otherwise modify the document. This will remain until you disable Acrobat's ability to annotate in Adobe Reader.

To enable a document for commenting in Adobe Reader, go to the **Comments** pulldown menu and choose **Enable for Commenting and Analysis in Adobe Reader**. Acrobat presents a dialog box warning that file editing will be restricted. Then a **Save** dialog box opens, because Acrobat insists that you resave the Reader-enabled file.





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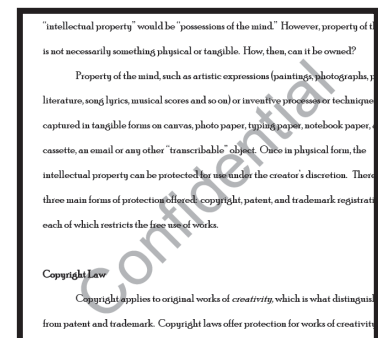
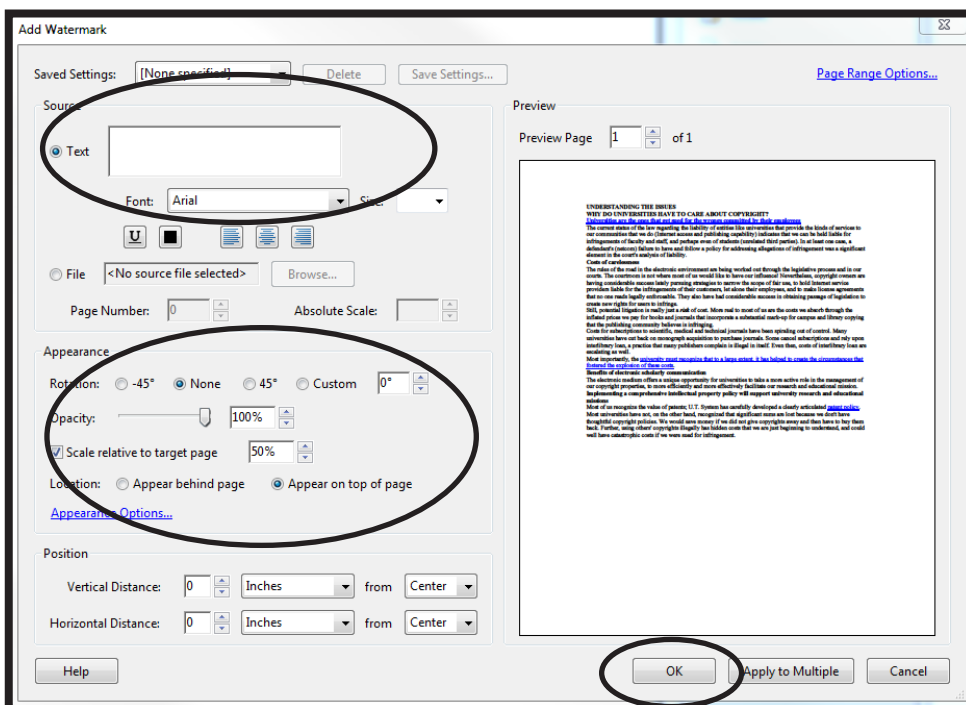
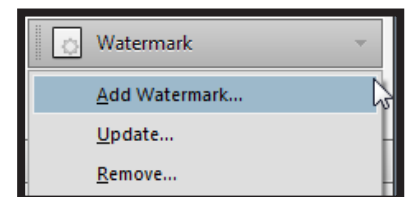
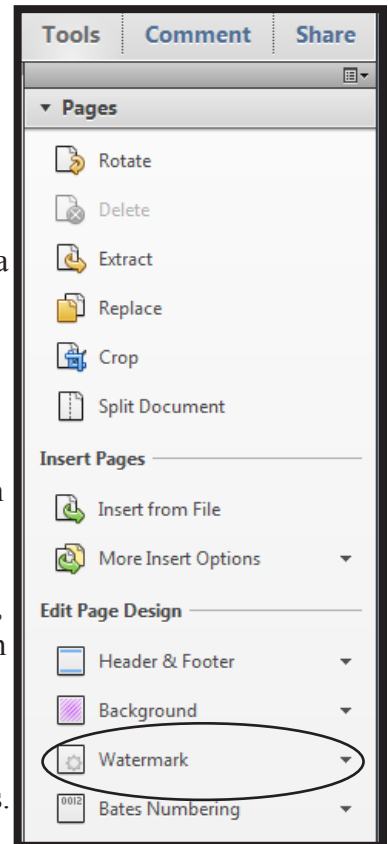
## Adding a Watermark

A **watermark** is text or graphics that are placed on a page either in front of or behind the page's contents. Adding a **watermark** prevents others viewing the document from using the document before it is ready or letting others know the document is still in proof stages or is confidential. To add a **watermark** to a document:

1. Go to the **Tools** section and choose **Watermark**, then **Add Watermark**.
2. The **Add Watermark** dialog box appears. Check the **Text** radio button in the **Source** section. Enter the word **Confidential**. As you type, it appears in the document preview.

In the **Appearance** section, select **45°**, change the **Opacity** to **50** or below, check the **Scale relative to target page** at **50%**, and check the radio button next to **Appear behind page**.

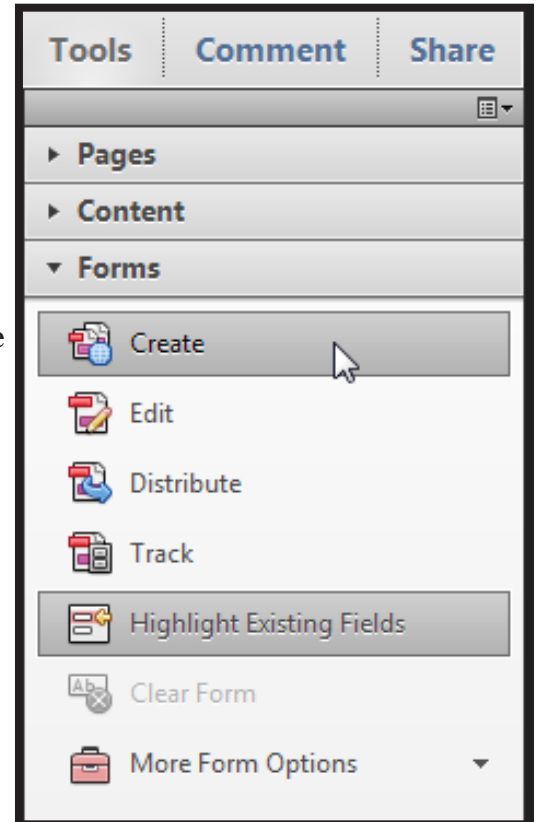
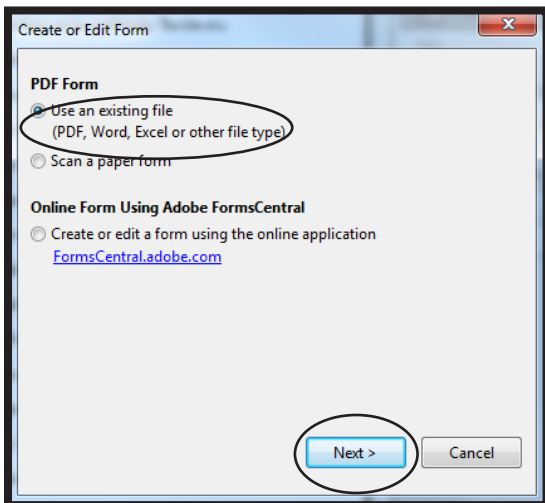
Click **OK**. The **Watermark** appears within the document. By clicking **Apply to Multiple** you can add the same watermark to multiple documents.



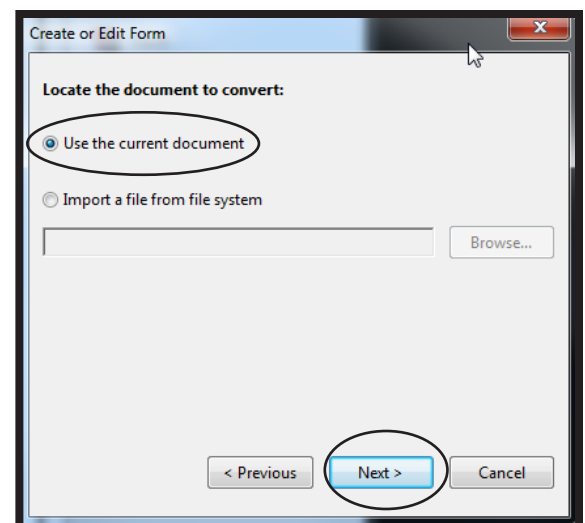


## Creating Forms

1. Open the PDF named **LEAVE FORM** located in your **Temp Folder** on your desktop.
2. In the **Tools** section, under the **Forms** heading, select the **Create** icon.
3. In the **Create or Edit Form** window, select **Use an existing file** and click **Next**.



4. In the next window, select **Use the current document**, which is the leave form. Click **Next**.

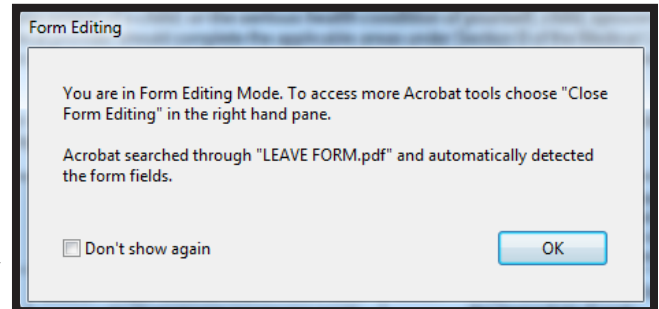




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5. Because the document had blank lines and we chose a tool in the Forms section, Acrobat automatically detected fields and named them. You can go through the document and edit the fields.
6. Double click on the first field in the form next to Name of Employee. A **Text Field Properties** window appears. In this window, you can edit the field properties. Change the field to **Name**.



LEAVE FORM.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons] 69.4% Preview

Forms

Tasks

- Add New Field
- Distribute
- Track
- Close Form Editing
- Other Tasks

Fields

Sort By Tab Order

Page 1

- Application for Leave
- undefined
- MSU ID No
- Department Phone Number
- Mailstop
- MILT Military Leave
- Type
- No of Hours
- Beginning DateTime
- Ending DateTime
- Hour
- Hour\_2
- Hour\_3
- Hour\_4
- Hour\_5
- Hour\_6
- Hour\_8
- Signature of Employee
- Date
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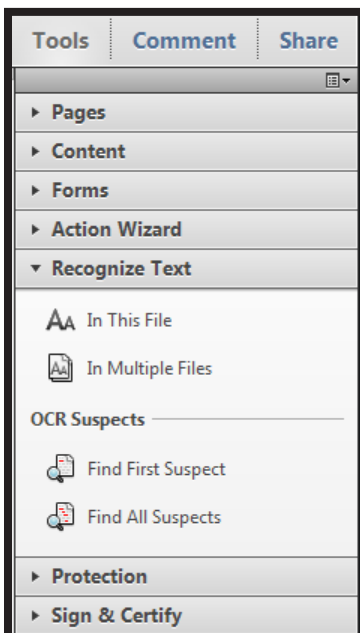
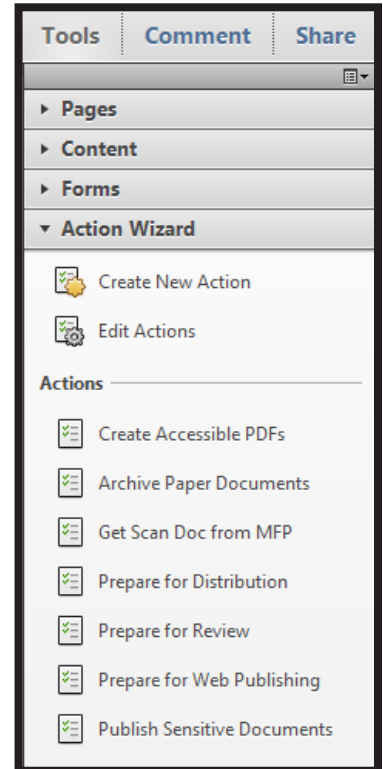
Information Technology Services

## Action Wizard

The functions available in the **Action Wizard** take you step-by-step through a pre-defined process. For example, you have the ability to create an accessible PDF by following the steps of the action.

## Recognize Text

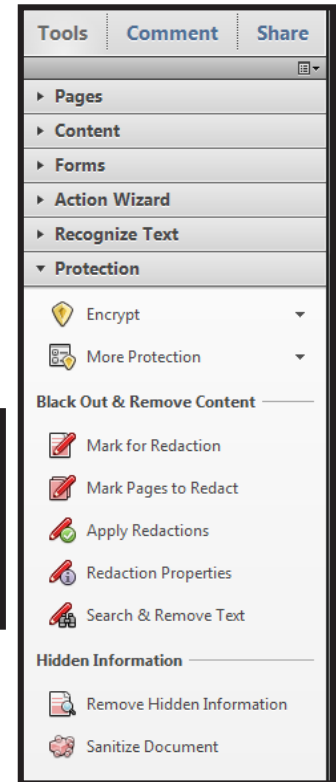
If you have a scanned document, this tool will create text in the document that you can then edit. This is a great tool to use if you only have a paper copy of a document that needs changes or you just want to have an electronic version of it. The **OCR Suspects** finds unrecognizable words that you can edit.



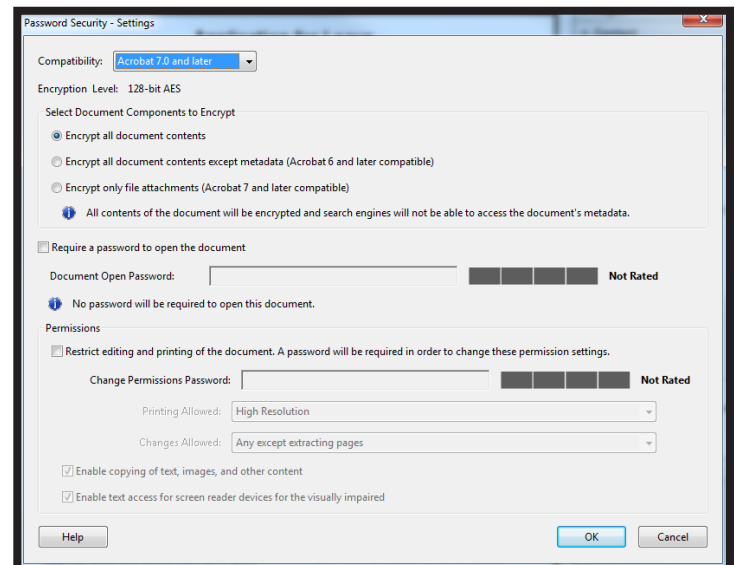
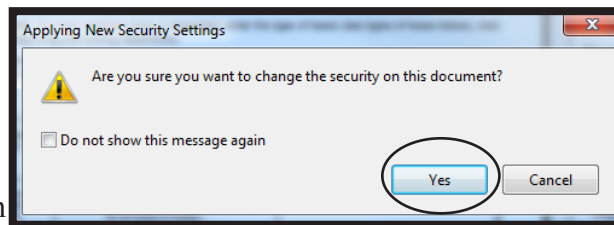


## Protection

These tools are used to ensure documents are secure if necessary. The **Encrypt** tool has several options: **Encrypt with Certificate** and **Encrypt with Password**. To Encrypt with Certificate, you must create a certificate, then you or the person you send it to must have the certificate to open the PDF. The more common protection method uses password protection. Within the Password protection function, there are several options available.



1. Choose **Encrypt with Password**.
2. Acrobat asks if you are certain you want to change security settings for the document. Click **Yes**.
3. In the **Password Security Settings** window, complete the steps to create your password.
4. You can choose options that require the password to open the document and also to restrict editing of the document. You must remember the password because there is no password recovery options within Acrobat. The strength of your password is rated as well.
5. The password protected PDF will prompt the person opening the document for the password and will not open unless it is correctly entered.







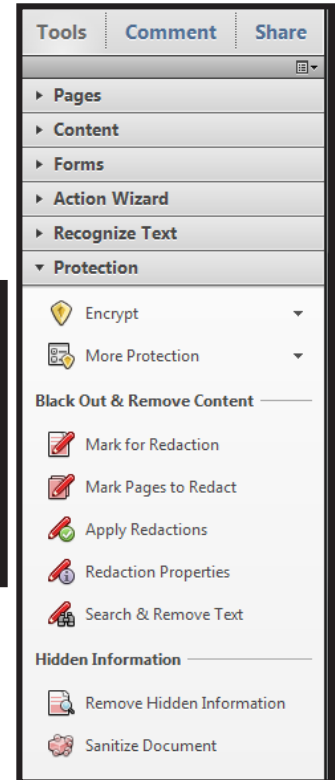
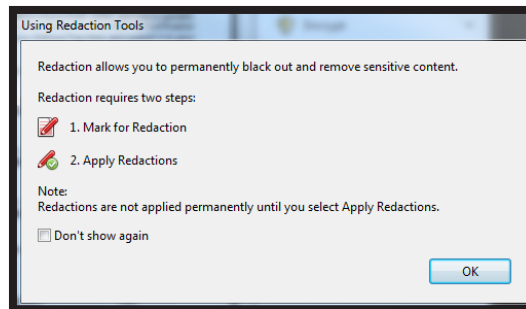
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## Information Technology Services

### Redaction

Whenever the courts make documents public or law offices are required to produce documents that contain potentially confidential or privileged information, redaction may be applied to the documents to hide such information. This is true for documents containing student information at MSU. This tool can be used to protect both the student and the university from information security issues.

1. In the open PDF, click the **Mark for Redaction** tool. A dialog box containing information about using the redaction tool appears. Click **OK** when you have read the information.
2. The text you select with your cursor is contained in a red box. Once you have selected all the text to redact, click **Apply Redactions**. The redactions are permanent within the PDF.



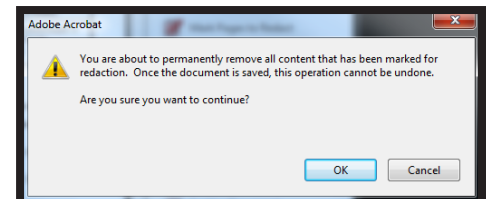
**Application for Leave**

Name of Employee: \_\_\_\_\_ MSU ID No: \_\_\_\_\_  
Department/County: \_\_\_\_\_  
Department Phone Number: \_\_\_\_\_ Mailstop: \_\_\_\_\_

**Note to Employee:** It is the responsibility of each employee to use earned leave time in accordance with University policy. A Medical Certification form must be attached to the Application for Leave or Application for Leave of Absence Without Pay when an absence due to illness exceeds 32 hours (eight hours of personal leave plus 24 hours of medical leave) or if you are requesting Family and Medical Leave (FMLA) for childbirth; placement of a child; or the serious health condition of yourself, child, spouse or parent. You should complete Section A and your medical provider should complete the applicable areas under Section B of the Medical Certification form. To request a leave of absence without pay, complete an Application for Leave of Absence Without Pay form and submit it to your department/unit head.

**Type and Period of Leave Requested:** For each workday leave is requested, enter the type of leave (see types of leave below), total number of hours requested, and the beginning and ending dates/times.

<b>PERS</b>	Personal Leave (available to all employees except nine month faculty)	<b>FMPS</b>	Personal Leave/Short Illness (personal leave being used concurrently with FMLA)	<b>FMMM</b>	Major Medical Leave (major medical leave being used concurrently with FMLA after the first eight hours of illness)
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3. Once the redactions are applied, you are prompted to remove hidden information from your document. Click **Yes** and Acrobat shows what hidden information was found and you have the choice of removing it.

**Note to Employee:** It is the responsibility of each employee to use earned leave time in accordance with University policy. A Medical Certification form must be attached to the Application for Leave or Application for Leave of Absence Without Pay when an absence due to illness exceeds 32 hours (eight hours of personal leave plus 24 hours of medical leave) or if you are requesting Family and Medical Leave (FMLA) for childbirth; placement of a child; or the serious health condition of yourself, child, spouse or parent. You should complete Section A and your medical provider should complete the applicable areas under Section B of the Medical Certification form. To request a leave of absence without pay, complete an Application for Leave of Absence Without Pay form and submit it to your department/unit head.

<b>PERS</b>	Personal Leave (available to all employees except nine month faculty)	<b>FMPS</b>	Personal Leave/Short Illness (personal leave being used concurrently with FMLA)	<b>FMMM</b>	Major Medical Leave (major medical leave being used concurrently with FMLA after the first eight hours of illness)
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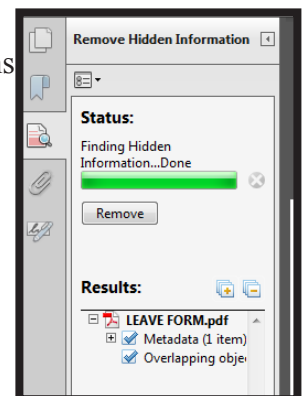
Adobe Acrobat

**Redactions have been successfully applied.**

Would you like to also find and remove hidden information in your document?

☐ Always perform the selected action

Yes No







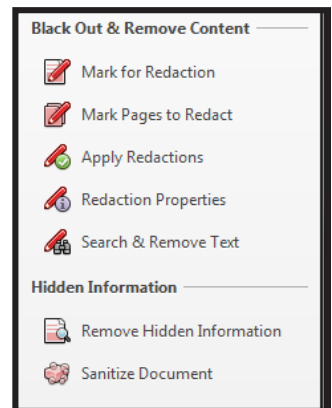
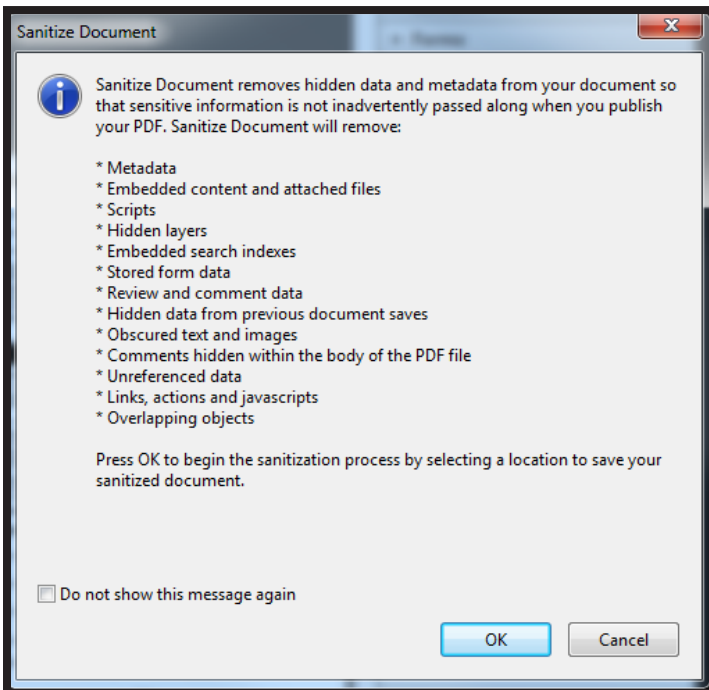
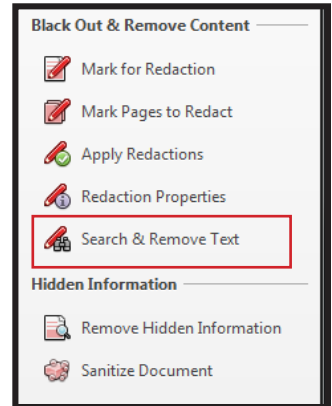
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## Redaction

In addition to manually selecting text to redact, you can also **Search & Remove Text**.

## Sanitize Document

The **Sanitize Document** tool will remove hidden data and metadata from your document. When you click this tool, a dialog box appears explaining what will be removed.





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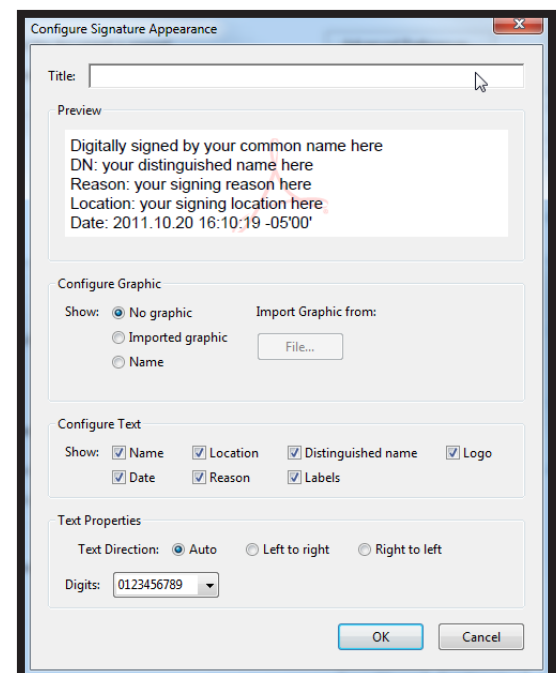
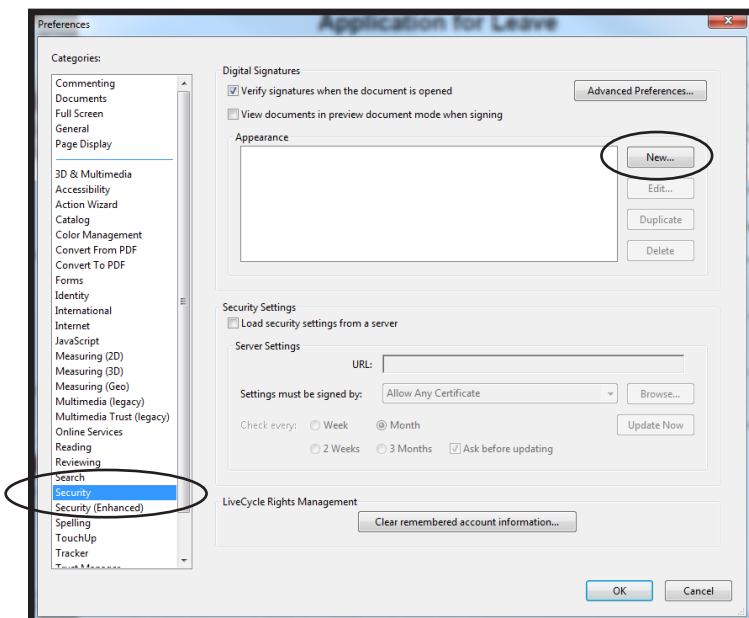
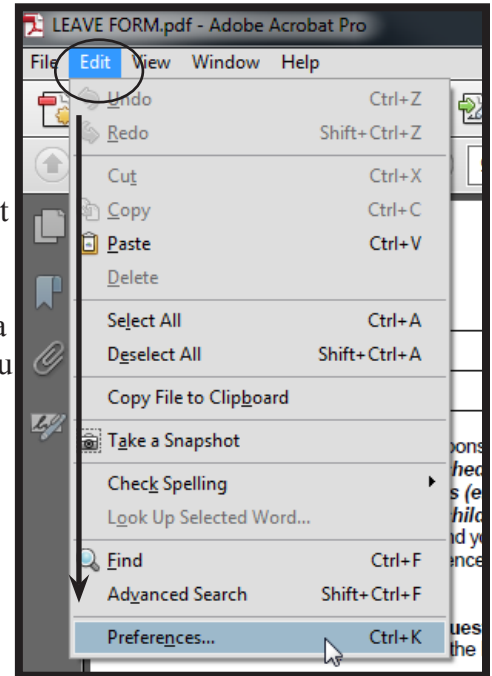
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## Digital Signatures

A digital signature, like a conventional handwritten signature, identifies the person signing a document. Unlike a handwritten signature, a digital signature is difficult to forge because it contains encrypted information that is unique to the signer and easily verified.

To sign a document, you must obtain a digital ID. The digital ID contains a private key that is used to add the digital signature and a certificate that you share with those who need to validate your signature.

1. Go to the **Edit** pulldown menu and choose **Preferences**.
2. Choose **Security** from the categories.
3. If you click **New**, you can add a logo or other graphic to your signature. Use your name for the title.
4. In the **Configure Text** section, choose the elements you want to appear in your signature.
5. When you are happy with your signature block, click OK.





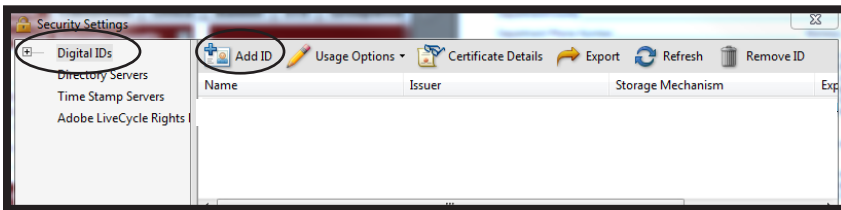
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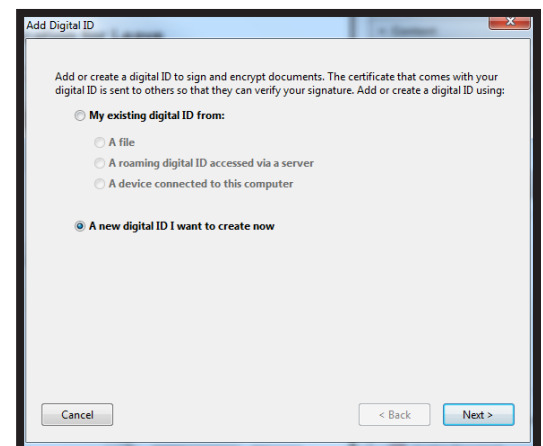
## Digital ID

A digital ID is similar to a driver's license or passport. It proves your identity to people with whom you communicate electronically. A digital ID usually contains your name and email address, along with the company that issued your ID, a serial number, and an expiration date.

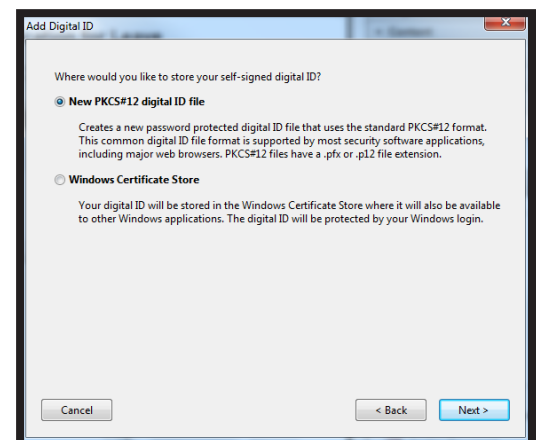
1. Under the **Protection** heading in the Tools pane, choose **More Protection**, and then **Security Settings**.
2. In the **Security Settings** dialog box, select **Digital IDs**, then **Add ID**.



3. In the **Add Digital ID** window, select **A new digital ID I want to create now**. Click **Next**.



4. Select **New PKCS#12 digital ID file** and click **Next**.





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5. In the **Add Digital ID** window, enter your personal information. Enter your name as you want it to appear in the signature, your department name, and email address.
6. Choose **1024-bit RSA** from the **Key Algorithm** menu. This level of security is more universally compatible than the other choice.
7. In the **Use digital ID for** menu, you will use the **Digital Signature** more than the other choices because the other choices require you to specify trusted recipients. Click **Next**.
8. In the next window, you can keep the default file name location or enter another. In the **Password** fields, create a password that you will not forget. Acrobat rates the strength of your password.
9. You will see your digital ID listed in the Security Sections window.

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

☐ Enable Unicode Support

Key Algorithm:

Use digital ID for:

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name:

y Berryhill\AppData\Roaming\Adobe\Acrobat\10.0\Security\AmyBerryhill.pfx

Password:

Not Rated

Confirm Password:



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### References

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Adobe Acrobat X: Classroom in a Book, Adobe Press 2011.



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Notes



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A publication of ITS User Services,  
a division of Information Technology Services,  
Mississippi State University